

Bylaws to the Constitution of the Associated Students of the University of Missouri

Adopted by affirmation of campus ASUM advisors, UM System ASUM advisors, campus student leaders and
ASUM Executive Director: May 9, 2012.

I. Membership

- A. Membership Status of a UM System Campus. Each campus of the University of Missouri that commits to financially support the ASUM internship program and a campus ASUM chapter shall hold campus membership.
- B. ASUM's Obligations to Member Campuses
 - 1. The Executive Director of ASUM shall assist each member campus in promoting the campus chapter. In the fall semester, the Executive Director will:
 - a. Conduct a face-to-face or telepresence information session to raise awareness of the campus chapters.
 - b. Conduct a face-to-face or telepresence information session to promote the internship program.
 - c. Provide training to campus members to facilitate campus programming.
 - d. Provide an orientation session for new advisors, as needed.
 - 2. The Executive Director will provide training to members to assist them in lobbying effort prior to Lobby Days and rallies at the Capitol.
 - 3. The Executive Director shall provide comprehensive information on all ASUM activities via a weekly newsletter during the legislative session and through other means during recess.
 - 4. Through admission of three voting representatives to the Board of Directors, ASUM shall carefully consider the particular needs of the member campus while making all ASUM policies.
- C. Financial Obligations. Each campus chapter shall develop and submit a campus budget to be submitted to and approved by the respective campus advisor. Additionally, each member campus is responsible for payment and support of the "Central Budget" used to support Central ASUM staff members (Executive Director, Legislative Director and Assistant Legislative Director) and the Legislative Internship Program.
 - 1. The Central Budget shall be funded by a ratio of 2/3 of the total amount of funding approved by the ASUM Board being based on the relative proportion of students attending that UM System campus, and 1/3 of the total amount of funding approved to the Central Budget being paid at an equal, flat rate divided among the member campuses.
 - 2. Any amount owed to the ASUM Central Budget shall be transferred by September 1 to the ASUM central account managed by the UM System Office of Academic Affairs under the authority and direction of the Executive Director.
- D. Referendum Submission to Student Body. If funding of ASUM is authorized through a student referendum, the following election standards will prevail.
 - 1. To be considered a valid election for the purposes of passage of the ASUM referendum, the referendum must be by secret ballot, must be publicized by the student election authority at least two weeks in advance of the actual election, must be open to all members of the student body, and must be, conducted in a fair and reasonable manner so as to allow the maximum participation by all students, in accordance with individual campus balloting procedures. The

ASUM referendum may be included along with other student issues as part of a generalized ballot.

2. Suggested referendum wording:

“Shall the student body of the University of Missouri at (insert location) [continue to] assess themselves in the amount of (insert amount in dollars and cents) per semester to support the Associated Students of the University of Missouri?”
3. Certification of Election Results. The ASUM Board of Directors shall accept the results of the campus election authority at its next meeting and shall certify the admittance of the campus in question to full membership at that time by majority vote. The ASUM Board of Directors shall, however, be the final arbiter in any dispute concerning the validity of an ASUM referendum under this Constitution. Should some question arise as to the validity of the election under the standards set forth in the preceding section, any member of the ASUM Board of Directors may move that the Board convene to determine whether or not certification of the election is warranted under the circumstances. Such motion shall be made in writing to the Chair of the ASUM Board of Directors. In making its determination as to certification, the standard of fairness and openness to the student body shall take precedence over technical issues. The Board shall also consider the differing methods traditionally used on each campus for submitting questions such as the ASUM referendum to its student body. Whether the election was conducted in a manner suitable for certification under the standards set forth above shall be entirely a question of fact for the Board's determination. Should the Board determine by a two-thirds vote that the election did not meet the standards of this Constitution, it shall not certify the results and shall request resubmission of the referendum to the students of the campus in question.

II. Board of Directors

A. Role of the Board

1. The ASUM Board of Directors shall endeavor to fulfill its mission as articulated in its mission statement.
2. The Board shall be chaired by the Executive Director.
3. The Vice Board Chair shall be elected by the Board at the last business meeting prior to summer recess.
4. The Board shall approve the appointment of the Legislative interns chosen by the Legislative Director(s), Assistant Legislative Director and Executive Director.
5. The Executive Director shall hire the Legislative Director and Assistant Legislative Director after seeking input of the Board, the campus advisors and UM System advisors in Academic Affairs and Government Relations.
6. The Board shall approve the annual operating budget after receiving recommendations from all Board members, campus advisors and Executive Director.
7. The Board shall approve legislative policies on issues of concern to the students, after receiving recommendations from the Executive Director, the Legislative Director, the Assistant Legislative Director, the Board members, the UM System Offices of Government Relations and Academic Affairs, and the students of the UM system.
8. The Board shall set strategy for the passage of the ASUM referenda of any of the University of Missouri campuses.

9. The Board (Chaired by the Vice Board Chair) shall annually evaluate and review the Executive Director, Legislative Director and Assistant Legislative Director and staff using the job descriptions outlined in the Constitution and Bylaws.
 - a. Reviews of the Vice Board Chair will be conducted by the Board under the direction of the Executive Director.
 - b. Any concerns with job performance will be reviewed and turned over to system staff in the Academic Affairs office of the University of Missouri System.
10. The Board shall approve and annually review programming activities of this organization which shall further student voter education, registration and general political participations in the process of government. In particular, the programming activities and efforts of each individual campus will be reviewed to gauge system-wide progress in achieving the ASUM Mission.
11. The Board shall arbitrate all disputed issues regarding its membership. It shall have the power to declare a member(s) void and call for the replacement of that member(s) through a two-thirds vote of its membership.
12. New members shall have voting privileges at the first meeting following their approval. Should the election of the Vice Chair occur at the first meeting following the approval of a new member, the new member will abstain from a vote in the election. This does not apply to members serving a consecutive term.
13. The Board shall exercise such other duties as are necessary to carry out its responsibilities under the Constitution.
14. No Board member shall participate in an election for a position for which the member is a candidate.
15. In the event that a Board is deemed non-functioning by the Executive Director and campus ASUM Advisors, the Board's power will be suspended until a functioning Board has been instituted, as deemed by the Advisors and the Executive Director.

B. Composition

1. Voting Board Members
 - a. Each campus will have three voting members of Board. Effort should be made to have at least one undergraduate student and at least one graduate student from each campus. Preferred composition is as follows:
 - i. The president of the campus undergraduate student government association or a designee from that organization. The primary role of this member will be as liaison between ASUM and the respective campus undergraduate student body. If a designee serves, he or she shall hold an office in the campus ASUM chapter and shall support the president of the chapter in carrying out campus activities.
 - ii. The president of the graduate student government association or a designee from that organization. The primary role of this member will be as liaison between the central ASUM organization and the respective campus graduate student body. If a designee serves, he or she shall hold an office in the campus ASUM chapter and shall support the president of the chapter in carrying out campus activities.

- iii. The president of the campus ASUM chapter, if the campus has an active ASUM chapter. The role of this member is to lead the campus ASUM chapter and to coordinate activities of the campus chapter with the central ASUM organization, as appropriate. ASUM Campus Presidents are required to sign the Terms of Agreement to be eligible to serve as a voting member of the Board of Directors.
 - iv. Substitute members may be designated or selected. Designated substitute members must be confirmed using the process described in II.B.1.b. In the event that there is no designated substitute, the substitute member will be selected using the application process described in II.B.1.b
 - v. All members must complete an orientation conducted by the Executive Director.
- b. Substitute members will be confirmed or selected through the collaboration of the Executive Director and the ASUM campus advisor on the respective campus.
- i. A designated member will be confirmed after completion of a “Board Member Confirmation Form” to be obtained from the Executive Director or campus advisor, and an interview with both the campus ASUM advisor and the Executive Director.
 - ii. A selected member will be chosen after completion of a “Board Member Application Form” to be obtained from the Executive Director or campus advisor, and an interview with both the campus ASUM advisor and the Executive Director.
 - iii. In the event that a candidate is found unsatisfactory, the name of an alternate candidate will be submitted by the respective campus for review.
 - iv. In the event of the absence of a campus ASUM advisor, the Executive Director have power to approve new board members.
 - v. The process of appointment shall occur annually with the appointment of new board members occurring in May, with the term beginning and ending on the first and last days of the following academic year.
 - vi. A selected Board member shall serve a term of two consecutive semesters and will be eligible to apply for one additional term through the process described in II.B.1.b.
- c. The Legislative Director and Assistant Legislative Director shall be voting members on the Board of Directors and neither shall be counted as one of the three members from a campus.
- d. The voting members of the Board of Directors are expected to participate in Board of Director meetings and abide by any and all standards set forth in the ASUM bylaws.
2. Ex Officio Members. Campus ASUM advisors, the Legislative interns, the Student Curator, the Executive Director and advisors from the UM System Offices of Academic Affairs and Government Relations are ex officio members of the Board of Directors.

C. Eligibility

- 1. Board members must be full-time students with a GPA of at least 2.5. They must remain full-time in both the fall and spring semesters, and remain in good

academic standing. Exceptions to full-time enrollment or GPA requirements may be granted by the campus advisor on a case-by-case basis.

2. Students who will graduate within four months of their election to the Board are not eligible to serve.
3. No person shall serve on the ASUM Board of Directors while actively seeking a paid public elected office. Upon filing for any paid public elected position at any level of government, the person is no longer eligible to serve on the Board of Directors and his or her seat on the Board automatically becomes vacant without any action of the Board required. In addition, the selection of any individual to the Board who is currently serving in any paid public elected office or actively running for any paid public office shall be deemed null and void. Additionally, all Board Directors must be in good standing with the University.

D. Duties and Responsibilities. Board members serve as representatives of their campuses in conducting Board and Association business. They are expected to:

1. Attend ASUM Board of Directors meetings.
 - a. Except in case of an emergency, all absences must be communicated to the Board Chair at least 48 hours in advance to the Board meeting.
 - b. The failure to attend two meetings within a semester will subject the Board member to review by the Executive Director and campus advisor, with the potential for any and all reprimands outlined in section E below.
2. Communicate activities of ASUM with appropriate campus and system officials and students.
3. Actively participate in branding, publicizing, and promoting the ASUM organization and mission.
4. Distribute (electronically and/or physically) the ASUM-Legislative newsletter, to be obtained from the ASUM-Legislative Media Intern.
5. Support System-level programs, as appropriate.
6. The Board members representing the undergraduate student government and the graduate student government bodies shall act as the ASUM liaison to their respective organizations. As such, they will facilitate communication about the activities of their organization to the Board, and communicate the activities of ASUM to their respective organizations.
7. All duties, activities and responsibilities above shall be executed with the upmost degree of professionalism. All failure to comply with the ASUM code of conduct will be subject to penalties discussed in section E below.
8. All board members shall contact the campus ASUM advisor when in need of funds, assistance, or reimbursement.
9. Members of the ASUM Board of Directors may not speak, or authorize someone to speak, on behalf of ASUM through testimony or other means, on issues ASUM has taken a public stance on without approval from the ASUM Executive Director.

E. Accountability/ Removal From Position. If it is deemed necessary by either the Executive Director and/or campus ASUM advisor, any board member may be removed though a consensus vote of the two. This position is then subject to be filled in the manner discussed below.

F. A vacancy in a campus Board position can be filled at any time through the means discussed in Section II.B.1.b.

III. Campus Chapters.

- A. ASUM campus chapters shall be led by the campus president and a slate of officers.
 1. The suggested formation of the campus chapter shall be as follows:

- a. Campus President
 - i. The campus president shall be chosen by the campus chapter in April each year.
 - ii. Take office and assume responsibilities on August 1st of each year and serve the remainder of the academic year.
 - iii. Be responsible for conducting elections for all other ASUM campus offices.
 - iv. Responsible for all required campus activities explicitly detailed in these bylaws and any additional responsibility assigned by the campus adviser or Executive Director.
 - b. Campus Vice-President
 - i. The campus vice-president shall be chosen by the campus chapter in April each year.
 - ii. Take office and assume responsibilities on August 1st of each year and serve the remainder of the academic year.
 - iii. Responsible for aiding the campus president in any and all responsibilities.
 - iv. Act as campus president in the event that the campus president is unable to fulfill their required duties.
 - c. Campus Treasurer
 - i. The campus treasurer shall be chosen by the campus chapter in April each year.
 - ii. Take office and assume responsibilities on August 1st of each year and serve the remainder of the academic year.
 - iii. Responsible for working with the campus adviser to write yearly campus budget.
 - iv. Administer funds, with campus adviser, for events and activities hosted by the ASUM campus chapter.
 - v. Ensure that ASUM campus chapter is in good financial standing and that student funds are being used for the furthering of ASUM's mission statement.
 - vi. Act as campus vice-president in the event that the vice-president is either fulfilling the role of the campus president or unable to fulfill their other duties.
2. Additional positions may be added through collaboration between the ASUM campus president and campus adviser.
- B. The chapters will be expected to carry out, but are not limited to, the following activities:
- 1. Fall Semester
 - a. Recruitment of prospective candidates for the ASUM internship program in cooperation with Legislative Director, Assistant Legislative Director, Executive Director and campus advisor.
 - b. A minimum of two events at which a state legislator is present and participates in active conversation with students (e.g., "Lunch with a Legislator").
 - c. At least one legislative forum in any statewide or nationwide election year.
 - d. At least 10 Hours of Voter Registration Drive.
 - e. Additional events planned and executed in cooperation with the Executive Director and campus Advisor.

2. Spring Semester
 - a. “Lobby Day” at the Capitol, planned and executed in cooperation with the Executive Director, Legislative Director and Assistant Legislative Director.
 - b. A minimum of two events at which a state legislator is present and participates in active conversation with students (e.g., “Lunch with a Legislator”).
- C. Campus chapters shall submit two campus chapter reports to the Executive Director annually, covering various periods and due on the dates as follows:
 1. December 1 (August 1 – November 30)
 2. May 1 (January 1 – April 30)
- D. If there is no active campus chapter, the campus Board members, in collaboration with the campus advisor, are responsible for the following activities:
 1. Fall Semester:
 - a. Recruitment of prospective candidates for the ASUM internship program in cooperation with Legislative Director, Assistant Legislative Director, Executive Director and campus advisor.
 - b. At least 10 Hours of Voter Registration Drive.
 2. Spring Semester:
 - a. Coordinating student participation in “Lobby Day” at the Capitol.

IV. Officers

A. Executive Director

1. The Executive Director shall be chosen through an interview process conducted by the UM System advisors in Academic Affairs and Government Relations, incorporating input from the individual campus staff.
2. Eligibility
 - a. Only full-time students in good academic standing shall serve as the Executive Director. Alternately, a non-student may serve provided he or she is approved by a two-thirds vote of the Board.
 - b. No person shall serve while actively seeking a paid public elected office. Upon filing for any paid public elected position at any level of government, the person is no longer eligible to serve as Executive Director and his position automatically becomes vacant without any action of the Board being needed.
3. If recommended by the campus and system advisors and approved by the Board, the Executive Director may be set up as two separate but equal positions as deemed necessary to fulfill the duties of the position. If two persons serve, the duties and responsibilities assigned to the “Executive Director” throughout this document shall fall to the individual most closely connected to the activity. Where uncertainty exists, the two Executive Directors will decide who will assume a responsibility and seek the assistance of the UM System advisor in Academic Affairs, if unable to make the decision. The two Executive Directors will work closely with one another to further the mission of ASUM.
4. Duties and Responsibilities. The following duties have been divided to accommodate two Executive Directors. These roles may be combined if one Executive Director serves.
 - a. Board Chair/Campus Liaison
 - i. Serve as Board Chair, which includes scheduling and presiding over meetings, drafting meeting agendas, appointing

- subcommittees and ad hoc committees, enforcing and overseeing ASUM Board member requirements, ensuring that Board decisions are carried out properly according to set process and policy, writing Board reports and drafting correspondence.
- ii. Present the annual budget to appropriate University agencies and officials.
 - iii. Work closely with campus advisors to ensure the betterment of ASUM as an organization. Assist each member campus in promoting the campus chapter through information sessions about the organization and the internship program, by providing orientation for new advisors, by providing training to members in areas such as lobbying, and in facilitating campus programming.
- b. Legislative Intern Coordinator/Central Organizer
- i. Act as liaison between the Association and the University, particularly in regard to the respective campus Budgetary Offices, UM System Office of the Senior Vice President for Academic Affairs, and the UM System Office of the Vice President for Government Relations.
 - ii. With input from the Board and UM System Advisors in Academic Affairs and Government Relations, hire the Legislative Director and Assistant Legislative Director.
 - iii. Supervise the Legislative Director, Assistant Legislative Director and assist with their assigned responsibilities as appropriate.
 - iv. In collaboration with the campus advisors, Legislative Director and Assistant Legislative Director, recruit and hire the legislative interns.
 - v. The Executive Director bears ultimate responsibility for training and supervision of the interns. This includes developing a legislative strategy to implement the legislative policies set by the Board of Directors, and maintaining a good working relationship with the University departments on all campuses that award internship credit to the legislative interns.
 - vi. Direct the Association's research on legislative issues and supervise the dissemination of information to students and members of the University community.
 - vii. Provide comprehensive information on all ASUM activities via a weekly newsletter during the legislative session and through other means during recess.
 - viii. Manage the budget and expenditures of the Association, sign all legal documents and warrants on behalf of the Association, prepare budget reports for presentation to the Board, prepare annual budget for the Association and oversee Association budget processes and maintenance including the individual campus budgets and requests as appropriate.
 - ix. Act as liaison between the Association and the University, particularly in regard to the respective campus Budgetary Offices, UM System Office of the Senior Vice President for

Academic Affairs, and the UM System Office of the Vice President for Government Relations.

- x. Report to the Board at all Board meetings.
 - xi. Maintain central organizational files and records and oversee an efficient, resourceful Central Office.
 - xii. Oversee all hiring processes to assure legal and equitable hiring.
 - xiii. Assure processes and practices be legal and ethical and in keeping with university policy.
- c. Compensation. The Executive Director shall receive a stipend to be paid out of the ASUM central budget. Historically, this position has been approved for a tuition and fee waiver if filled by a graduate student. The Executive Director shall not be considered a full-time University of Missouri employee, and as such he or she shall not receive full-time employee benefits.
- d. Accountability
- i. In the event that the Executive Director is not fulfilling the duties and responsibilities as described above, the advisor in UM System of Academic Affairs who serves as supervisor will place the Executive Director on probation for a period not to exceed three months; or if the conditions warrant, fire the Executive Director immediately. If at the end of the probationary period the supervisor, in consultation with the Board, campus staff, and system staff, determines that the Executive Director is not satisfactorily fulfilling the job requirements, the Executive Director shall be fired with no severance pay.
 - ii. If the performance of the Executive Director is called into question by a Board member, intern, the Legislative Director or the Assistant Legislative Director, campus or system advisors, the supervisor shall investigate the charges, consult with the Board and advisors, and shall make a decision to fire or put the Executive Director on probation.

B. Vice Chair

1. The Vice Chair may assume the duties of the Chair in his or her absence. If presiding over a meeting in the absence of the Chair, the Vice Chair shall retain a vote only to break a tie.
2. Eligibility / Election:
 - a. Only voting members of the Board may be eligible to run for Vice Chair of the Board.
 - b. The Vice Chair shall be elected by a majority of the Board at the last meeting of the Board for the academic year.
 - c. The Vice Chair shall serve for the term of July 1 - June 30.
 - d. In determining Board seat allocation for each campus, the Vice Chair of the Board will be included in the total number of seats allocated for the campus from which the Vice Chair was elected.
 - e. Should the office of Vice Chair of the Board become vacant for whatever reason, the Chair of the Board shall preside over the election of a new Vice Chair of the Board, which shall be the first order of business at the next meeting. The Vice Chair of the Board elected to fill such a vacancy shall serve only the remainder of his/her predecessor's term of office.

3. Duties and Responsibilities
 - a. Take minutes of Board meetings and distribute them to all members of the Board via email within three days following any meeting.
 - b. Perform other duties as assigned by the Chair of the Board or by directive of the Board.
 - c. In the absence of the Vice Chair of the Board, the Executive Director shall appoint another Board member to assume the responsibilities of the Vice Chair for the duration of the Board meeting.
4. The Vice Chair of the Board shall receive no financial compensation.
5. The Vice Chair is accountable to the Board and works collaboratively with the Board Chair. The Vice Chair of the Board may be removed from office for dereliction of duty, by a two-thirds majority of the voting members present. If the Board votes to remove the Vice Chair, then the individual will remain as a member of the Board unless a vote of expulsion is passed by two-thirds of the Board members.

C. Legislative Director

1. The Legislative Director of the Association shall be hired by the Executive Director after consulting with campus ASUM advisors, and the UM System advisors in Academic Affairs and Government Relations. Past experience as an ASUM legislative intern is required unless no suitable candidate with previous experience as a legislative intern is willing to serve.
2. Eligibility / Hiring
 - a. The Legislative Director must be a full-time student enrolled in a UM system campus and maintain good academic standing on his or her respective campus. Exemptions to full-time enrollment may be made on case-by-case basis by which the Executive Director consults with campus and UM System advisors.
 - b. The Legislative Director shall not simultaneously hold any chair or president position in a national or statewide, partisan organization or special interest group. Additionally the Legislative Director shall not serve in any capacity of service to a national or statewide governmental agency or official including service to national or state legislators. An individual must be in compliance with these standards to be eligible for hiring.
 - c. The Legislative Director may be an undergraduate or graduate student.
3. Duties and Responsibilities
 - a. Ultimately responsible for all recruitment, interviewing and selection of the participants in the Legislative Internship program.
 - b. Serve as the supervisor of the Legislative Internship program in Jefferson City.
 - c. Under direction of Executive Director, work with Assistant Legislative Director to develop intern training materials and organize training of the interns.
 - d. Assign interns to work on specific priorities, and track process and status of legislative priority issues.
 - e. Talk to legislators and elected officials to keep abreast of happenings and atmosphere in the capitol.
 - f. Communicate as appropriate with member campus personnel.
 - g. Work to aid the development and administration of legislative surveys.
 - h. Work with the Executive Director to develop an intern calendar.

- i. Maintain ongoing communication with interns.
 - j. Provide the Board with updates of intern work during session.
 - k. Work with the Executive Director in managing the interns and addressing personnel and policy issues that arise.
 - l. Assume other duties as the Executive Director or Board may delegate.
4. The compensation of the Legislative Director shall be determined by the Executive Director in consultation with the UM System advisors. Stipend to be administered as directed by the Board budget out of the Central Budget.
 5. The Legislative Director is supervised by the Executive Director and is also held responsible to the Board of Directors. In the event that the Legislative Director fails to complete the duties described above, the Executive Director may remove the person from the position and the Assistant Legislative Director shall be promoted to the position.

D. Assistant Legislative Director

1. There shall be one Assistant Legislative Director, whose main role shall be to assist the Legislative Director in any and all duties listed above. The Assistant Legislative Director shall answer to both the Legislative Director and Executive Director. Prior experience with ASUM shall be preferred for this position, but not required. This position shall be chosen by recommendations by the campus ASUM advisors, and the UM System advisors in Academic Affairs and Government Relations. The Executive Director and Legislative Director shall have final say over hiring.
2. Eligibility / Hiring:
 - a. The Assistant Legislative Director must be enrolled as a full-time student on a UM campus and maintain good academic standing per respective campus regulations. Exemptions to full-time enrollment may be made on case-by-case basis by which the Executive Director consults with campus and UM System advisors.
 - b. The Assistant Legislative Director shall not simultaneously hold any chair or president position in a national or statewide, partisan organization or special interest group. Additionally the Assistant Legislative Director shall not serve in any capacity of service to a national or statewide governmental agency or official including service to national or state legislators. An individual must be in compliance with these standards to be eligible for hiring.
 - c. The Assistant Legislative Director may be an undergraduate or graduate student.
3. Duties and Responsibilities:
 - a. Assist in any and all duties listed as responsibilities of the Legislative Director.
 - b. Act as the supervisor of the internship program in the absence of the Legislative Director and Executive Director.
 - c. Assist in paperwork completion for home campus intern(s).
 - d. Assist in intern selection process.
 - e. Assist in Jefferson City, as requested by the Legislative Director.
 - f. Communicate with specific campus faculty intern advisor(s) as appropriate.
 - g. Assist in recruitment and selection of interns for the Legislative Internship program.

- h. Work to organize and execute centralized intern training sessions as required.
 - i. Communicate frequently with the ASUM Legislative Director and campus chapters and assist on requests by the Legislative Director.
 - j. Assume other duties as the Legislative Director, Executive Director or Board may delegate.
- 4. The compensation of the Assistant Legislative Director shall be determined by the Executive Director in consultation with the UM System advisors.
 - 5. The Assistant Legislative Director is accountable to the Legislative Director, Executive Director, and the Board. In the event that the Assistant Legislative Director is not completing the duties as described above, he or she may be removed by the Executive Director. In the event that the Assistant Legislative Director is removed from the program, another individual will be chosen according to the procedure described in section III.D.1 above.

V. Meetings

A. Procedure

- 1. The general rules of procedure for meetings of the Board of Directors shall be governed by Robert's Rules of Order, Revised, by Henry M. Robert, and the character of meetings shall proceed in the relatively informal manner prescribed therein under the sub chapter entitled "Boards of Managers, etc., and Executive Committees."
- 2. This ASUM Constitution shall have precedence where they conflict with the procedures described in Robert's Rules.

B. Quorum

- 1. A simple majority of qualified voting Board members presently serving shall constitute quorum and shall be necessary to transact business.
- 2. Vacant Board positions shall not be counted in determining the number necessary for a majority.

C. The agenda of each meeting shall be established by the Chair of the Board subject to approval by the Board.

D. Minutes shall be taken at all meetings and archived by the Vice-Chair of the Board after approval.

VI. Voting

A. All voting members of the Board shall have one vote.

B. Each vote of the Board shall be recorded by the designated recorder.

C. Voting may be by proxy but such proxy voting shall be limited to items on the published agenda and shall require a statement from the absent member, which may also limit the extent of the proxy. Only qualified voting Board members may hold the proxy of another member.

D. Veto Policy. In the event that all three Board members from one campus vote against a proposal that still passes the Board through a majority vote, the Executive Director shall have the authority to veto the proposal and request an alternative proposal.

E. Decision Rules

- 1. The annual budget shall be approved by two-thirds of those voting members present.
- 2. All authority not specified in these bylaws as the Board's authority shall be given to the Executive Director.

F. Meetings

- 1. The Chair of the Board shall schedule regular meetings of the Board in August, September, November, January, February and April. Meetings may be held on

any of the member campuses or by conference call. In addition to any regular business, each meeting will have a specific purpose as follows:

- a. August: Introduction, semester programming on campuses, recruitment for internship program.
 - b. September: Voter registration, introduction of Interns, input on legislative issues.
 - c. November: Recap of semester, preview of spring semester programming.
 - d. January: Programming for semester, issue update, Lobby Day.
 - e. February: Lobby Day.
 - f. April: Recap of semester, introductory meeting of new Board Members and election of Vice Board Chair.
2. Special meetings of the Board may be called for any reason by the Chair or by request of any four members of the Board.
 3. Board meetings (or portions of a meeting) will be closed for personnel matters of hiring, firing, disciplining and promoting; for election of the Vice Chair; for appointment of committee members; and for performance matters related to Legislative Interns.

VII. Legislative Intern Program

- A. Intern Code of Conduct. All ASUM interns shall follow the Collected Rules and Regulations for University students at all times. In addition, they shall maintain a standard of conduct including but not limited to the following guidelines:
 1. During the legislative session, no intern shall participate in any political or legislative event outside of the Capitol without prior approval from the Executive Director or Legislative Director.
 2. No intern shall consume alcoholic beverages while engaged in lobbying activities or at any time while in Jefferson City.
 3. Interns shall conduct themselves in a manner consistent with general respect and decorum, including but not limited to a dress code.
 4. Interns shall not lobby for issues that are not approved by the Board of Directors. Interns shall lobby for all issues approved by the Board, per the instruction of the Legislative Director. In the event that an intern has a personal conflict or moral objection to an issue supported by the program, that intern shall be relieved of his/her duty to lobby on behalf of that particular issue.
 5. Interns shall work as a team during the legislative session, and under the supervision of the Legislative Director. Any intern unable or unwilling to work with other interns or staff is subject to immediate removal.
 6. Any intern found in non-compliance with this code of conduct may be subject to immediate suspension. When an issue of non-compliance is made known to the Executive Director, the Executive Director shall quickly consult with the Legislative Director and appropriate academic department and then take appropriate action. Any intern who is suspended will either be removed from the program or reinstated following review by the Board of Directors. Should the academic department remove the intern, there will be no review by the Board.
- B. The Legislative Interns represent ASUM and UM students through lobbying efforts in Jefferson City during the legislative session. Interns must agree to:
 1. Attend all training sessions.
 2. Return to Columbia in early January (date to be given each year) for training and start of work in Jefferson City.

3. Notify the Legislative Director or Assistant Legislative Director of daily calendar during legislative session.
 4. Assist in public dissemination of information about ASUM's legislative activities.
 5. Complete a weekly report of activities, issues and perceptions to be turned in to the Legislative Director.
 6. Abide by code of conduct, and state and federal law.
 7. Honorably represent the UM system, one's home university, and ASUM.
 8. Abide by ASUM policies, bylaws, university policy, and in accordance with regulations of the Missouri Board of Ethics.
 9. Attend and participate in weekly intern meetings.
 10. Register as a lobbyist under applicable state law.
 11. Read available newspapers, journals, online updates related to assigned issue(s).
 12. Complete an informal mid-term evaluation of the internship experience and a final report for ASUM.
 13. Complete paperwork required by faculty advisor and academic department. Stay in communication with faculty advisor throughout the internship.
 14. Arrange to be available in Jefferson City at least two days a week.
 15. Attend ASUM programs on home and all UM campuses as appropriate.
 16. Communicate regularly with the Legislative Director and notify him/her immediately of issues or problems encountered.
 17. Be on time, at all times. Notify the Legislative Director if arriving late.
 18. Communicate to home campus ASUM the progress of your internship.
 19. Research and carry out lobbying activity related to the issue(s) to which have been assigned (testify, research, be present during bill floor debate, stay in contact with key legislators etc.)
 20. Keep informed of current relevant political events and keep track of legislation daily.
 21. Fulfill other duties as delegated by the Legislative Director, Assistant Legislative Director, Board or Executive Director.
 22. Legislative Media Intern:
 - a. Shall be exempt from Section VI.B.19 above.
 - b. Additional duties of this position shall be but are not limited to:
 - i. Keep up to date with any and all ASUM social media sites.
 - ii. Work closely with the Assistant Legislative Director to formulate, edit and distribute an electronic weekly newsletter.
 - iii. Be responsible for keeping up and notifying the Legislative Director and Assistant Legislative Director about external news relating to the program or the issues on which it lobbies.
 - iv. Manage and grow the positive public perception of the program through any and all avenues.
- C. Legislative Interns shall be selected through a process involving the Executive Director, the Legislative Director, the Assistant Legislative Director and campus advisors, as follows:
1. The Executive Director shall work with the campus advisors to schedule and hold information sessions to make students aware of the internship program. These sessions may be face-to-face, through the UM Telepresence facilities or by other electronic means.

2. The campus advisors and Board members will advertise the program and recruit prospective interns who will complete an application form.
 3. The campus advisors will screen applicants from his or her respective campus and forward up to five names onto the Executive Director.
 4. The Executive Director, Legislative Director and Assistant Legislative Director shall interview each applicant whose name was forwarded. Interviews may be held in person or through distance tools. The UM System advisors may also participate in the interviews.
 5. The Executive Director, Legislative Director and Assistant Legislative Director shall select up to ten interns from the pool of applicants, and shall strive to select one media intern.
- D. At the time of selection, Legislative Interns must have a cumulative GPA of at least 3.0 and remain in good academic standing throughout the duration of their internship. They shall be enrolled in at least 9 credit hours in the fall semester and 9 hours in the spring semester, which may include up to 6 credit hours for the internship. Exceptions to GPA or enrollment requirements may be made on a case-by-case basis.
- E. Costs associated with the internship are reimbursed by the home campus, in accordance with campus policy. Travel reimbursement must be approved by the Legislative Director or the Assistant Legislative Director.
- F. Legislative Interns are accountable to the campus Assistant Legislative Director and the Legislative Director, and ultimately to the ASUM Executive Director. Interns are also accountable to their campus faculty advisor, through whom academic credit is being supervised.

VIII. ASUM Campus Advisor

- A. Each member campus shall have a faculty or staff advisor. The advisor guides the campus chapter and assists with successful navigation through the university system and processes. This person shall be assigned by the Student Life Department on each respective campus.
- B. The role of the ASUM Advisor shall be to:
1. Assist ASUM in navigating campus policies and processes.
 2. Mentor and advise ASUM student leaders.
 3. Share best practices with other campus advisors.
 4. Serve as liaison between ASUM and the campus when protocol or campus situations arise.
 5. Participate in meetings with ASUM advisors (typically by teleconference) to share issues and events and learn about the activities of the other campus chapters.
 6. Assist with advertising the Legislative Intern program, recruit applicants, screen applicants and forward up to five applications on to the Executive Director for consideration for the intern program.
 7. Remain abreast of campus ASUM activities and programs.
 8. Communicate ASUM activities with appropriate campus administration.
 9. Communicate to ASUM about available campus resources.
 10. Communicate with Legislative Intern faculty advisors as appropriate.
 11. Assist ASUM in advertising its activities.
 12. Assist Central Office to secure campus-based information as needed.
 13. Complete any other duties that might arise from this constitution under the name of "campus advisor."
- C. The role of advisor is not financially compensated beyond any University salary or stipend already provided. Compensation includes helping students to make a difference and develop leadership skills.

D. The campus chapter advisor is accountable to the home campus and works collaboratively with the Executive Director and specific campus chapter.

- IX. Such level of funding as is mutually agreeable among the campuses shall be assessed on an annual basis. The level of funding shall at least be consistent with the level most recently assessed against a campus.
- X. Adoption of the constitution and bylaws will be done through a majority vote of the Board of Directors present. If a Board of Directors is unavailable the implementation of the constitution and bylaws will be voted upon by all ASUM campus advisors, Executive Director, and the ASUM advisors in the UM System Offices of Academic Affairs and Government Relations.
- XI. Amendments to this constitution or bylaws must be approved by two-thirds of the voting members of the Board of Directors. Amendments must be written and submitted in advance to all voting members at least ten days prior to the vote. In the event that a Board is not available, the amendments will be confirmed through a conference with all ASUM campus advisors, the Executive Director, and the ASUM advisors in the UM System Offices of Academic Affairs and Government Relations.
- XII. This constitution and bylaws shall be known from this point forward as the Constitution and Bylaws of the Associated Students of the University of Missouri.